

# Office 365 – (O365)

## Outlook Web Access (OWA)



### Tutorial # 3

## People Tab – Overview

(Story board)

# Introduction

The following is a story board of a tutorial depicting the steps and screen selections required to perform various message related functions using the Office 365 Outlook Web Access (OWA) application.

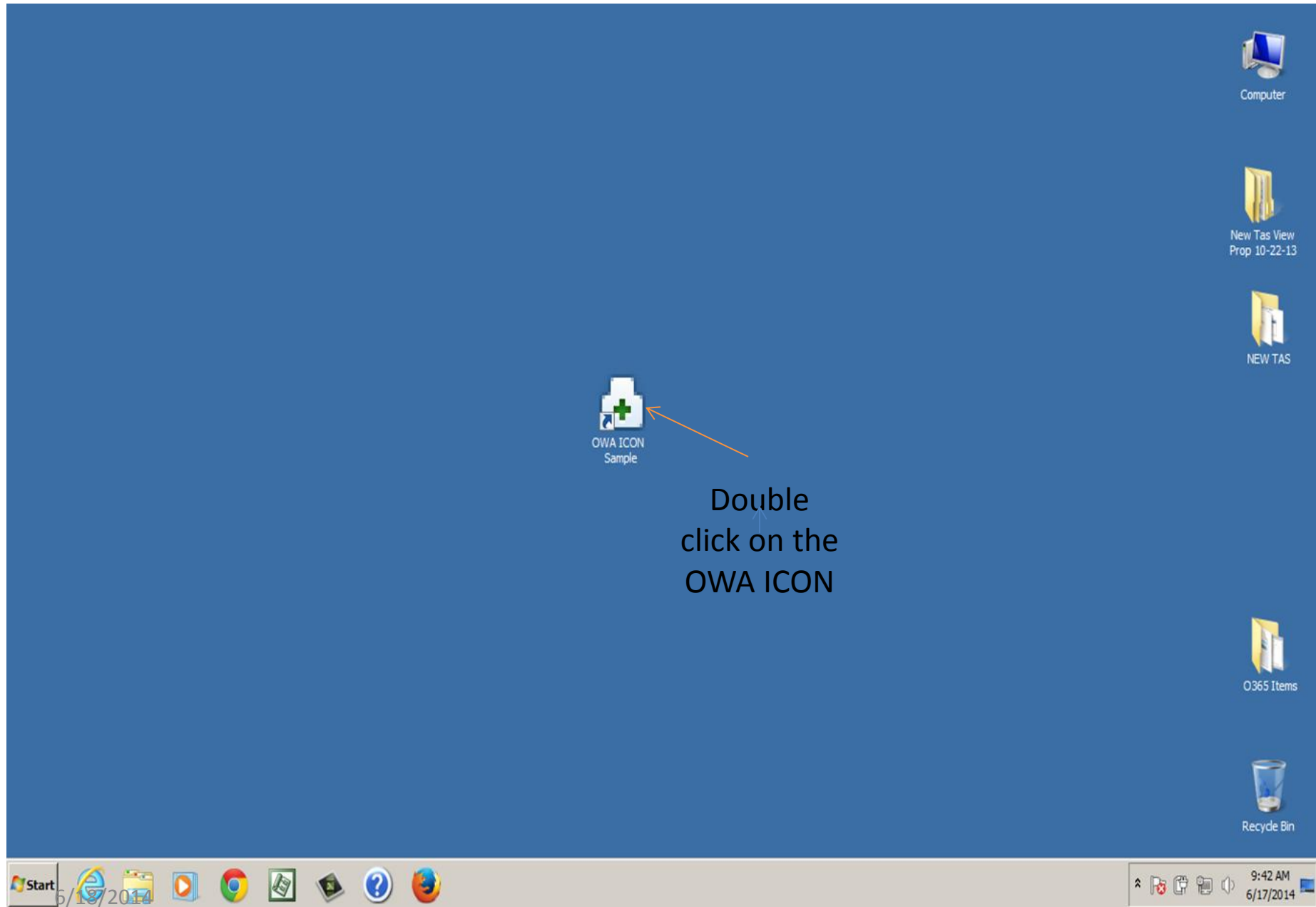
What is covered in 'People Tab - Overview' tutorial is a high level review of:

- Sign on
- High level overview
- Working with Contacts Folders
- Working with the Contacts List
- Sign out

As the tutorials are designed to be viewed in a reasonable amount of time each one covers specific activities. Other commonly used capabilities will be the subjects of other tutorials.

# Sign On

# O365 – OWA Desktop - Sign in Screen



# O365 – OWA Internet - Sign in Screen

The screenshot shows the Office 365 sign-in page in a web browser. The browser's address bar displays the URL: [https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=3&ct=1394633708&rver=6.1.6206.0&wp=MBI\\_SSL&wreply](https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=3&ct=1394633708&rver=6.1.6206.0&wp=MBI_SSL&wreply). The page features a large background image of a highway with a grid of language selection buttons on the left. The buttons include: Łączyć, Connecte, 连接, Ligue, Connect, تواصل, Verbinden, つなぐ, Yhdistä, povezati, and להתחבר. The sign-in form on the right includes the Office 365 logo, the text "Sign in with your organizational account", a text input field containing "someone@example.com", a password input field, a "Keep me signed in" checkbox, a blue "Sign in" button, and a link "Can't access your account?". Annotations with arrows point from text labels to these elements: "Enter County Network ID" points to the email field, "Enter County Network Password" points to the password field, and "Select to start Sign in process" points to the "Sign in" button. At the bottom, there is a footer with the text: "Organizational accounts that work here can be used anywhere you see this icon. © 2014 Microsoft Legal Privacy Feedback". The Windows taskbar at the bottom shows the date "6/18/2014" and the time "9:45 AM".

Office 365

Sign in with your organizational account

Enter County Network ID

someone@example.com

Password

☐ Keep me signed in

Sign in

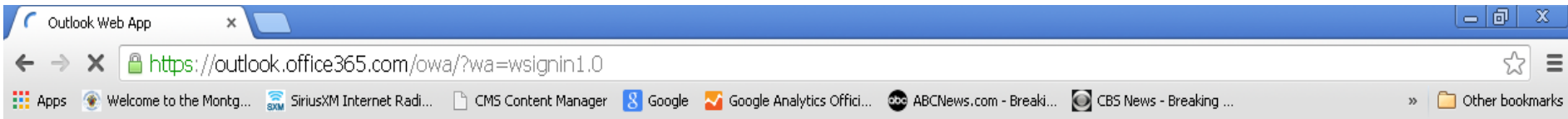
Can't access your account?

Enter County Network Password

Select to start Sign in process

Organizational accounts that work here can be used anywhere you see this icon. © 2014 Microsoft Legal Privacy Feedback

# O365 – OWA Sign in progress screen



Outlook® Web App



When a staff person signs on they are presented the Outlook Tab.

# People Tab – High Level Overview

The screenshot displays the Outlook People tab interface. The top navigation bar includes 'Outlook', 'Calendar', and 'People'. The left sidebar shows 'My Contacts' and a list of folders including 'Contacts', 'Directory', 'All Rooms', 'All Users', 'All Groups', 'All Contacts', and 'Offline Global Address List'. The main area features a search bar, a list of contacts, and a detailed view of a selected contact, 'Sample Test Contact'. Annotations with arrows point to various elements: 'Contacts folders' points to the left sidebar; 'Add a new contact selector' points to the 'new' button; 'Contacts list' points to the list of contacts; 'View of Contacts list' points to the 'Sample Test Contact' entry; 'Order of view for Contacts list' points to the 'BY LAST NAME' dropdown; 'Search window' points to the search bar; 'Preview of highlighted contact' points to the contact details pane; and '“Edit” contact selector' points to the 'Edit' button.

new

search People

all people groups

MY CONTACTS

BY LAST NAME

Sample Test Contact

contact notes

send email

linked contact

Outlook - (Contacts)

Recently emailed

Training Test User

Offline Global Address List

Connect to social networks

Contacts folders

Add a new contact selector

Contacts list

View of Contacts list

Order of view for Contacts list

Search window

“Edit” contact selector

Preview of highlighted contact

6/18/2014

7

# People Tab – Contacts Folders – My Contacts

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/people

Office 365

Outlook Calendar People Training User

+new

search People

all people groups

<< MY CONTACTS BY LASTNAME

My Contacts

Contacts

Directory

All Rooms

All Users

All Groups

All Contacts

Offline Global Address List

Connect to social networks

Sample Test Contact

Training Test User

contact notes

send email  
imilac1974@gmail.com

linked contacts  
Outlook - (Contacts)  
Recently emailed  
Manage...

6/18/2014

8

1:57 PM



# People Tab – Contacts Folders – All Rooms

The screenshot shows the Outlook Web App interface. The top navigation bar includes 'Outlook', 'Calendar', and 'People'. The left sidebar shows the 'Directory' section with 'All Rooms' selected. The main content area displays a list of rooms under the 'ALL ROOMS' tab, with 'Breakroom' and 'Conference Room' listed. The 'Breakroom' contact is selected, showing details such as 'send email: Breakroom@o365ninjas.onmicrosoft.com', 'work Office: main floor', and 'business 111-1111-1111'. A blue arrow points from the 'All Rooms' selection in the sidebar to the 'Breakroom' contact in the list. Another blue arrow points from the text 'This selection generates this contact list view' to the 'All Rooms' selection in the sidebar.

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/people

Office 365

new search People

<<

My Contacts

Contacts

Directory

All Rooms

All Users

All Groups

All Contacts

Offline Global Address List

Connect to social networks

ALL ROOMS

BY DISPLAY NAME

Breakroom

Conference Room

Breakroom

contact notes

send email  
Breakroom@o365ninjas.onmicrosoft.com

work  
Office: main floor  
Directory

business  
111-1111-1111

Add to Contacts

This selection generates this contact list view

6/18/2014

9

Start

Inbox - Mailbox - Frey, J...

Training User - Outloo...

OWA Tutorial # 3 - Peopl...

Search Desktop

1:59 PM

# People Tab – Contacts Folders – All Users

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/people

Office 365

Outlook Calendar People Training User

new search People

<<

My Contacts

Contacts

Directory

All Rooms

All Users

All Groups

All Contacts

Offline Global Address List

Connect to social networks

ALL USERS BY DISPLAY NAME

Bob Ballard

Breakroom

Brian Burns

Chuck Ladd

Conference Room

Contoso CIO

CRM Admin

Dave Rogers

Dennis Guzy

Dennis Newhire

discovery

Exchange User

Garth Fort

Jorge Diaz

Julian Soh

kisok

Michael Icore

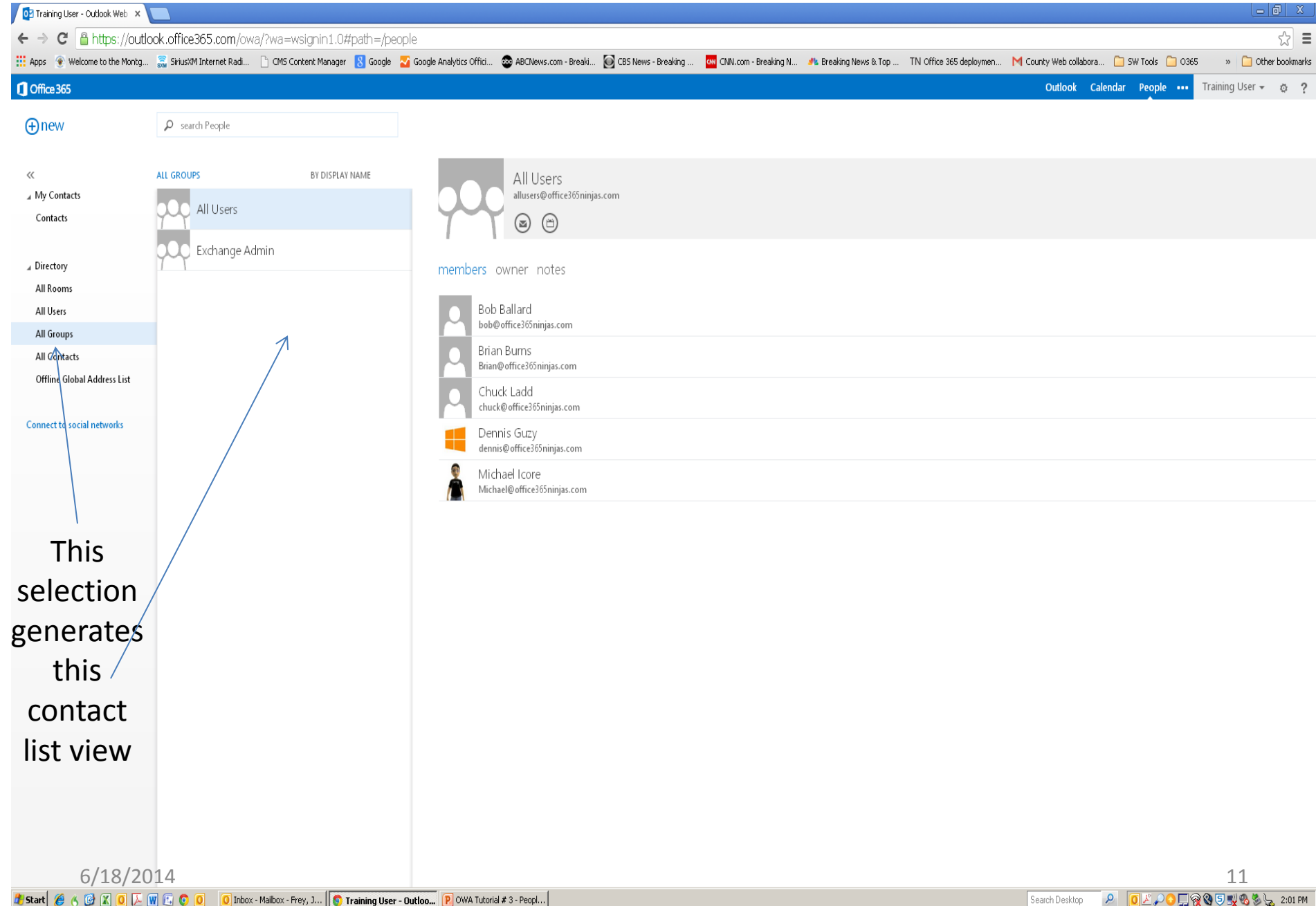
6/18/2011

10

2:00 PM

This selection generates this contact list view

# People Tab – Contacts Folders – All Groups



Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/people

Office 365

Outlook Calendar People Training User

+new

search People

<<

My Contacts

Contacts

Directory

All Rooms

All Users

All Groups

All Contacts

Offline Global Address List

Connect to social networks

ALL GROUPS BY DISPLAY NAME

All Users

Exchange Admin

All Users  
allusers@office365ninjas.com

members owner notes

Bob Ballard  
bob@office365ninjas.com

Brian Burns  
Brian@office365ninjas.com

Chuck Ladd  
chuck@office365ninjas.com

Dennis Guzy  
dennis@office365ninjas.com

Michael Icore  
Michael@office365ninjas.com

6/18/2014

11

Start

Inbox - Mailbox - Frey, J...

Training User - Outloo...

OWA Tutorial # 3 - Peopl...

Search Desktop

2:01 PM

This selection generates this contact list view

# People Tab – Contacts Folders – All Contacts

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/people

Office 365

Outlook Calendar People Training User

+new search People

<< ALL CONTACTS BY DISPLAY NAME

My Contacts

Contacts

Directory

All Rooms

All Users

All Groups

All Contacts

Offline Global Address List

Connect to social networks

There are no items to show in this view.

This selection generates this contact list view

6/18/2014

12

Start

Inbox - Mailbox - Frey, J...

Training User - Outloo...

OWA Tutorial # 3 - Peopl...

Search Desktop

2:02 PM

# People Tab – Contacts Folders – Offline Global Address List

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/people

Office 365 Outlook Calendar People Training User

+new search People

<< OFFLINE GLOBAL ADDRES... BY DISPLAY NAME

My Contacts  
Contacts

Directory  
All Rooms  
All Users  
All Groups  
All Contacts  
Offline Global Address List

Connect to social networks

This selection generates this contact list view

6/18/2014

All Users  
allusers@office365ninjas.com

members owner notes

Bob Ballard  
bob@office365ninjas.com

Brian Burns  
Brian@office365ninjas.com

Chuck Ladd  
chuck@office365ninjas.com

Dennis Guzy  
dennis@office365ninjas.com

Michael Icore  
Michael@office365ninjas.com

Bob Ballard  
Breakroom  
Brian Burns  
Chuck Ladd  
Conference Room  
Contoso CIO  
CRM Admin  
Dave Rogers  
Dennis Guzy  
Dennis Newhire  
discovery  
Exchange Admin  
Exchange User  
Garth Fort  
Jorge Diaz  
Julian Soh

Start | Inbox - Mailbox - Frey, J... | Training User - Outloo... | OWA Tutorial # 3 - Peopl... | Search Desktop | 2:03 PM

# People Tab – Contacts List – Contact View – ‘all’

The screenshot displays the Outlook Web App interface. The top navigation bar includes 'Outlook', 'Calendar', and 'People'. The 'People' tab is active, showing a search bar and tabs for 'all', 'people', and 'groups'. The 'all' tab is selected, displaying a list of contacts under 'MY CONTACTS'. The list includes 'Sample Test Contact' and 'Training Test User'. The 'Sample Test Contact' is highlighted, showing a detailed view with a profile picture, name, and contact information. The 'Training Test User' is also visible in the list. A blue arrow points from the 'all' tab to the 'Sample Test Contact' entry, and another blue arrow points from the 'Sample Test Contact' entry to the 'Training Test User' entry. A text box on the right side of the screen contains the text: 'This selection generates this contact list view'.

6/18/2014

14

# People Tab – Contacts List – Contact View – ‘people’

The screenshot displays the Outlook Web App (OWA) interface. The top navigation bar includes 'Outlook', 'Calendar', and 'People'. The 'People' tab is active, showing a search bar and a list of contacts under the 'MY CONTACTS' section. The contacts list includes 'Sample Test Contact' and 'Training Test User'. The 'Sample Test Contact' is selected, and its details are shown in the right pane, including a profile picture, name, and email address. A text box on the right side of the screen explains that the selection of 'people' in the search bar generates the contact list view.

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/people

Office 365 Outlook Calendar People Training User

new

search People

all people groups

MY CONTACTS BY LASTNAME

My Contacts

Contacts

Directory

All Rooms

All Users

All Groups

All Contacts

Offline Global Address List

Connect to social networks

Sample Test Contact

contact notes

send email imlac1974@gmail.com

linked contacts Outlook - (Contacts) Recently emailed Manage...

This selection generates this contact list view

6/18/2014

15

# People Tab – Contacts List – Contact View – ‘groups’

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/people

Office 365 Outlook Calendar People Training User

+new

search People

all people **groups**

MY CONTACTS BY LASTNAME

<<

My Contacts

Contacts

Directory

All Rooms

All Users

All Groups

All Contacts

Offline Global Address List

Connect to social networks

There are no items to show in this view.

This selection generates this contact list view

6/18/2014

16

Start

Inbox - Mailbox - Frey, J...

Training User - Outloo...

OWA Tutorial # 3 - Peopl...

Search Desktop

2:09 PM



# People Tab – Contacts List – Sort order – Select View

The screenshot shows the Outlook web interface. The top navigation bar includes 'Outlook', 'Calendar', and 'People'. The 'People' tab is active, displaying a search bar and a list of contacts. The left sidebar shows navigation options like 'My Contacts', 'Directory', and 'All Rooms'. The main content area shows a contact card for 'Sample Test Contact' with a 'contact notes' section. A blue arrow points from the text 'Selecting this field generates a drop down list of options' to the 'BY LASTNAME' dropdown menu in the contacts list.

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/people

Office 365

Outlook Calendar People Training User

new

search People

all people groups

MY CONTACTS

BY LASTNAME

My Contacts

Contacts

Directory

All Rooms

All Users

All Groups

All Contacts

Offline Global Address List

Connect to social networks

Sample Test Contact

contact notes

send email

imlac1974@gmail.com

linked contacts

Outlook - (Contacts)

Recently emailed

Manage...

6/18/2014

17

Start

Inbox - Mailbox - Frey, J...

Training User - Outloo...

OWA Tutorial # 3 - Peopl...

Search Desktop

2:10 PM

# People Tab – Contacts List – Sort order – View Options

The screenshot shows the Outlook web interface. The top navigation bar includes 'Outlook', 'Calendar', and 'People'. The 'People' tab is active, displaying a contacts list. A search bar at the top left says 'search People'. Below it, there are tabs for 'all', 'people', and 'groups'. The contacts list is titled 'MY CONTACTS' and shows two contacts: 'Sample Test Contact' and 'Training Test User'. A dropdown menu is open over the 'Sample Test Contact' row, showing sort options: 'first name', 'last name', 'company', 'home city', 'work city', 'recently added', and 'display name order'. The 'work city' option is highlighted. To the right of the contacts list, there is a detailed view for 'Sample Test Contact', including a profile picture, a 'contact notes' section, a 'send email' button with the email address 'imlac1974@gmail.com', and a 'linked contacts' section showing 'Outlook - (Contacts)' and 'Recently emailed'. A blue arrow points from the 'work city' option in the dropdown menu to the text 'Selecting this field generates a drop down list of options'.

new

search People

all people groups

MY CONTACTS

BY LASTNAME

- first name
- last name
- company
- home city
- work city
- recently added
- display name order

Sample Test Contact

contact notes

send email  
imlac1974@gmail.com

linked contacts  
Outlook - (Contacts)  
Recently emailed  
[Manage...](#)

Selecting this field generates a drop down list of options

# Sign off

# OWA Overview – Sign off

The 'User' tab is access from anywhere in OWA. When selected the menu of choices appears

Staff member selects 'Sign out' to exit OWA

Office 365

new mail

search Mail and People

INBOX CONVERSATIONS BY DATE

all unread to me flagged

Training User

Inbox

Drafts [2]

Sent Items

Deleted Items 1

Junk Email

Notes

Email Holding

There are no items to show in this view.

There are no items to show in this view.

Tasks 6/18/2014

Start

CNN.com - Breaking New...

OWA - Tutorial #1 Story...

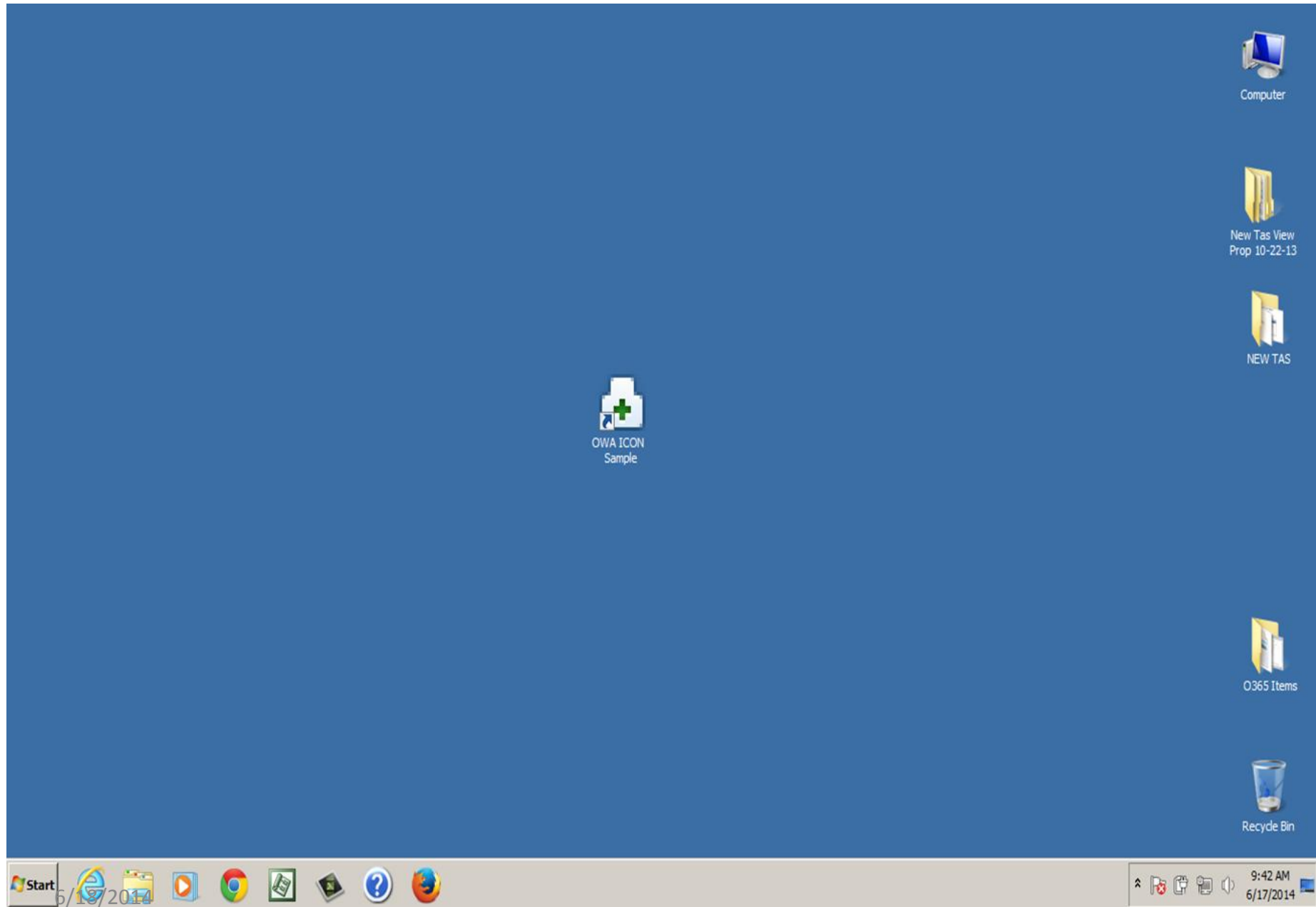
Training User - Outloo...

Outlook Today - Microsof...

Search Desktop

9:13 AM

# O365 – OWA Sign Off - Desktop




# O365 – OWA Sign Off - Internet

Sign in to Office 365

Microsoft Corporation [US] [https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=3&ct=1394633708&rver=6.1.6206.0&wp=MBI\\_SSL&wreply](https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=3&ct=1394633708&rver=6.1.6206.0&wp=MBI_SSL&wreply)

Apps Welcome to the Montg... SiriusXM Internet Radi... CMS Content Manager Google Google Analytics Offici... ABCNews.com - Breaki... CBS News - Breaking ... Other bookmarks




Office 365

Sign in with your organizational account

☐ Keep me signed in

[Sign in](#)

[Can't access your account?](#)

 Organizational accounts that work here can be used anywhere you see this icon. © 2014 Microsoft [Legal](#) [Privacy](#) [Feedback](#)

6/18/2014

Start Sign in to Office 365 - ... Presentation1 - Microsof...

Search Desktop

22

9:45 AM

# End of People Tab – Overview